

Job Title:	Cookie Cupboard Assistant	Reports To:	Product Program Specialist
Department/Group:	Product Program	Travel Required:	Up to 25%
Location:	MI – Kalamazoo	FLSA Status:	Non-exempt
Level/Salary Range:	\$8.50 per hour	Status:	Part-time, Seasonal
Prepared By:	Ashleigh Crisp Hobart	Date Posted:	February 4, 2016
To apply please include a cover letter and resume or employment application. Applications accepted by:			
Fax: (269)492-1439 Email: hr@gshom.org Subject Line: Cookie Cupboard Assistant- Kalamazoo Attention: HR Department Website: http://www.gshom.org/about/whoweare/employment.html		MAIL: HR Department Girl Scouts Heart of Michigan 601 W Maple Kalamazoo, MI 49008	
Job Description			
<p>POSITION SUMMARY</p> <p>Cookie Cupboard Assistant will work with Product Program Specialist and community volunteers to assist with all aspects of the Cookie Cupboard including checking in and checking out product, keeping inventory of product while providing great customer service.</p> <p>ROLE AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Position available in Kalamazoo. 2. Assist Product Program Specialist with regional cookie cupboard management. 3. Account for all cookies received from the delivery agent. 4. Legibly and accurately record all cookie cupboard transactions. 5. Input all transactions into the internet database system. 6. Provide friendly customer service to volunteers picking up cookies from the cupboard. 7. Maintain accurate daily records of inventory. 8. Immediately report any concerns or inventory discrepancies to the product program specialist. 9. Other duties as assigned. <p>KNOWLEDGE/SKILLS/ABILITIES</p> <ul style="list-style-type: none"> • Strong analytical and problem solving skills a must • Demonstrated ability to organize multiple work assignments • Able to lift nut and candy product, cases of cookies, and program rewards for an extended period of time • Excellent customer service skills, data entry proficiency ,and knowledge of volunteer organizations • Written and oral communication skills • Able to lift/manipulate up to 50 pounds <p>WORK SCHEDULE</p> <ul style="list-style-type: none"> • Approximately 15-20 hours per week (February 2016 to April 2016) • Evening and weekend hours will be required 			



- Travel within the communities served by the Kalamazoo Regional Center may be required

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.